



# 2013 Changes for Minnesota Vendors

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December 31, 2012, Update

A new PeopleSoft accounting and procurement system, called SWIFT, was implemented by the state of Minnesota on July 1, 2011. *Additional purchasing-related features of SWIFT will be implemented through March of 2013.* Because these changes will affect where you will locate and how you will respond to opportunities for state contracts, it is very important that you carefully read through this document.

The most dramatic change is that you will find solicitations, submit bids and proposals and be awarded contracts online, and interact with the state through its Supplier Portal, which consolidates the state's vendor registration function and provides vendors with new options. The website address is: <http://supplier.swift.state.mn.us>.

## Changes Beginning January 4

On **January 4, 2013**, state agencies that have not already done so will begin using SWIFT to post, communicate and award their contracts. By **March 2013**, all agencies will be using SWIFT to post solicitations, receive and analyze responses, and award contracts. Also by this time nearly all agencies will be using SWIFT to create, approve and execute contracts. During this transition period, you may be delivering paper proposals to one agency and submitting electronic proposals for another agency during the transition.

## About the Changes

Please note the following changes that will affect you:

ITEM	CHANGE
<b>New Terminology</b>	Requests for Bids (RFBs) and Requests for Proposals (RFPs), generally referred to as solicitations by the state, are called <b>Events</b> in the SWIFT system.
<b>Paperless process</b>	<ul style="list-style-type: none"><li>Your Bids and Proposals will be submitted entirely online. Entry typically requires a combination of direct entry and attachments.</li><li>Paper copies, fax and emailed materials, etc. will no longer be accepted.</li></ul>
<b>Important Preparation</b>	<ul style="list-style-type: none"><li>All prospective responders must have a SWIFT vendor ID and Supplier Portal account set-up to respond to RFPs in the SWIFT system</li><li>It can take up to four days to receive your vendor ID</li><li>It's important to make sure your account is up-to-date with accurate contact information and contract approver information for your organization</li></ul> See page two for more details on this process.
<b>Locating RFB and RFP (events)</b>	Through April 2013, you may find solicitations (events) in several places: <ul style="list-style-type: none"><li>Department of Administration's website at: <a href="http://www.mmd.admin.state.mn.us/solicitations.htm">http://www.mmd.admin.state.mn.us/solicitations.htm</a></li><li>SWIFT Supplier Portal at <a href="http://supplier.swift.state.mn.us">http://supplier.swift.state.mn.us</a></li><li>The State Register</li><li>On individual agency websites</li></ul> Ultimately, most contract opportunities will be on the SWIFT Supplier Portal at: <a href="http://supplier.swift.state.mn.us">http://supplier.swift.state.mn.us</a> .



## How to Prepare

To prepare for this change, prospective contractors are encouraged to take the following actions. Because it can take up to four business days for prospective new vendors to be approved by the State of Minnesota, we advise you to take these actions now. Agencies cannot delay deadlines for solicitations because a prospective vendor is not registered and cannot submit a proposal.

Here are tasks we recommend prospective vendors complete now, before responding to a solicitation/event.

Task	What
Obtain SWIFT vendor ID	<p>All contractors must be approved by the State of Minnesota and have a SWIFT vendor ID:</p> <ul style="list-style-type: none"><li>▪ <b>New vendors:</b> To register with the state for the first time, every organization goes through a vendor registration process on the Supplier Portal at <a href="http://supplier.swift.state.mn.us">http://supplier.swift.state.mn.us</a>. (Add <a href="mailto:supplier.swift@state.mn.us">supplier.swift@state.mn.us</a> to your email settings to avoid filtering blocking. You will receive important information after you register (ie. to submit your W9 information online).</li><li>▪ <b>Current vendors:</b> Vendors who had a vendor ID with the state prior to July 1, 2011, have been reassigned new SWIFT vendor IDs.</li></ul> <p><b>NOTE:</b> For assistance locating your vendor ID, please contact 651-201-8100, ext. 1 or email <a href="mailto:EFThepline.mmb@state.mn.us">EFThepline.mmb@state.mn.us</a>; emails should include your business name and a contact phone number.</p>
Request a User ID to Access the Supplier Portal	<p>In addition to a vendor ID for your business, you will need a personal User ID. This step-by-step guide walks you through how to request a User ID to access your Supplier Portal account: <a href="http://mn.gov/mmb/assets/vnd-req-user-id-grg_tcm1059-223254.pdf">http://mn.gov/mmb/assets/vnd-req-user-id-grg_tcm1059-223254.pdf</a></p>
Indicate your interests	<p>The new system allows you to indicate the types of opportunities you are interested in. Identify your interests and you will receive notifications when such opportunities are posted to the Supplier Portal.</p>
Set up contact information and electronic signature authority	<p><b>New! On January 4, 2013</b>, the state will be using electronic signatures for contracts. This new approach requires a representative of your organization to log into SWIFT to review and sign documents.</p> <p>Once an Event is awarded, you will complete the process to receive, review and sign the contract all online through your Supplier Portal account.</p> <p>To prepare for this change: Each person who will have authority to sign contracts on behalf of your organization must have a unique personal User ID. On the Contact Information page for your organization, check the box "Authorized to Sign Contracts" for the individuals authorized to approve contracts.</p> <p>Beginning <b>December 31, 2012</b>, you will be able to update your vendor contact information to select the User ID for each contact, and whether or not that contact has the authority to sign contracts. For information on how to make the necessary updates, please refer to the following Quick Reference Guide: <a href="http://mn.gov/mmb-stat/documents/swift/training/referenceguides/vnd-auth-to-sign-grg.pdf">Vendor Authorization to Sign</a>. (<a href="http://mn.gov/mmb-stat/documents/swift/training/referenceguides/vnd-auth-to-sign-grg.pdf">http://mn.gov/mmb-stat/documents/swift/training/referenceguides/vnd-auth-to-sign-grg.pdf</a>)</p>



<p><b>Collaborate and sign electronically</b></p>	<p>Collaboration refers to soliciting feedback on contract documents during the drafting process. Certain types of contract documents (Professional/Technical, Goods and Services, and Grants) will also be using Electronic Signature functionality. This involves the Vendor logging into the Supplier Portal to review and sign the document.</p> <p>These processes only will be used in select circumstances at the discretion of each state agency, and are not always mandatory.</p> <p>Please refer to the following Quick Reference Guides for additional information and instructions: <a href="#">Vendor Collaboration on Contract Documents</a>; and <a href="#">Vendor Signatures on Contract Documents</a>.</p>
<p><b>Review Training</b></p>	<p>An online training course is available to assist you in navigating the Supplier portal. The interactive course can be launched from: <a href="http://mn.gov/mmb/accounting/swift/vendor-resources/training/">http://mn.gov/mmb/accounting/swift/vendor-resources/training/</a></p>

## Questions & More Information

Topics	Who	Contact
<p>Questions about solicitations/events should be directed to the agency contact that created the solicitation (event). The agency contact may also be able to provide guidance on registering in the Supplier Portal.</p>	<p><b>Contact Person at State Agency</b></p>	<p>See contact listed on the Event Details page of the Event</p>
<p>Questions about responding to a specific solicitation/event opportunity. Vendors needing to register in the SWIFT Supplier Portal so they can bid on an event.</p>	<p><b>MN Dept. of Administration</b> Materials Management Division</p>	<p>651-201-8100, ext. 1</p>
<p>Questions regarding <b>1099 or W9</b> issues only.</p>	<p><b>MN Management &amp; Budget</b> vendor files/payments</p>	<p>651-201-8201</p>
<p>Questions about electronic fund transfers and vendor payments. <b>(EFT/ACH)</b> payments.</p>	<p><b>MN Management &amp; Budget</b> vendor files/payments</p>	<p>651-201-8106 <a href="mailto:efthelpline.mmb@state.mn.us">efthelpline.mmb@state.mn.us</a></p>

## Thank You

The State of Minnesota values its relationships with its large and small business partners. We recognize the SWIFT implementation introduces many new features and processes at once, and we appreciate the time you are investing in learning how to navigate the new system. It will take time for state agencies and vendors to become proficient with the new procurement functions and we thank you for your patience. Once fully implemented, the new system will help state government be more efficient, transparent and accountable to taxpayers, stakeholders and the people it serves.